

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Wednesday, August 28, 2013 8:01 AM
To: Legas, Barbara
Cc: Wells, Mike; Zurey, Ed
Subject: In House Destruction Forms for yesterday's cleanup

Categories: EZ Record - Shared

Barb,

I left the forms on your chair this morning. Please sign them and ask Ed Zurey to authorize the destruction. After that, please send them to me for the shredding on Tuesday, Sept 3rd.

Looks like HRU destroyed 8ft of records that were past their retention yesterday! Not to mention all the recycled non-records. Great job!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax